

CSC Adopted: October 2001, CSC Revised: _____

Class Title: **Automotive Maintenance Operations Manager**

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages maintenance operations. Manages personnel including evaluations, employee development, and training. Processes acquisition and disposal of equipment and cost evaluation for replacement and budgetary recommendations. Manages repairs for city vehicles. Coordinates emergency operations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Manages maintenance operations by ensuring timely repairs and maintenance of the fleet and city vehicles, scheduling the staff, performing safety inspections, opening facility for normal or emergency operations, providing all necessary reports, and managing certain vendor contracts.
2	L	Manages personnel by conducting performance evaluations of staff, handling disciplinary actions, facilitating random and post-incident drug testing, scheduling training, maintaining records for various certifications and/or licenses required of staff members, and directly participating in the hiring process of the staff.
3	L	Manages the acquisition and disposal of equipment by coordinating and reviewing department specifications for new equipment, evaluating equipment bids and managing aspects of equipment life cycles from specification review through disposal.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience in maintenance shop operations analysis and computerized maintenance systems.
Certifications and Other Requirements	Valid CDL Class A Driver's License
Reading	Work requires the ability to read manuals and written correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write policies, procedures and correspondence.
Managerial	Managerial responsibilities include planning schedules of maintenance operations, coordinating work efforts and compiling information used in creating contract, price agreements and budget recommendations.
Budget Responsibility	Researches documents, compiles data for computer entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed within a team managed organization.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Counter work while generating work orders
Sitting	F	Desk work
Walking	F	Walking in shop, parking lot
Lifting	O	Parts or equipment
Carrying	O	Parts or office supplies
Pushing/Pulling	R	Parts, equipment, tools
Reaching	O	Parts, equipment, tools, vehicles
Handling	C	Parts, equipment, tools, vehicles, paperwork
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	R	Mechanic assistance, working with parts or equipment
Crouching	R	Mechanic assistance, working with parts or equipment
Crawling	R	Mechanic assistance, working with parts or equipment
Bending	R	Mechanic assistance, working with parts or equipment
Twisting	R	Mechanic assistance, working with parts or equipment
Climbing	O	On top or on vehicles
Balancing	R	Mechanic assistance, working with parts or equipment
Vision	C	Computer, desk work, filing, reading, part installation, repair or replace of equipment, driving
Hearing	C	Telephone, co-workers, staff, meetings, customers, vendors
Talking	C	Telephone, co-workers, staff, meetings, customers, vendors
Foot Controls	F	Driving
Other (specify)	N	

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Various small hand tools, copy machine, fax machine, calculator, radios, telephone, various moveable equipment from small engine equipment to heavy duty equipment, automotive diagnostic equipment, computer, printer, Standard Microsoft Windows and Office software, Faster software (specialized fleet management package)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	W
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	W
Fire Hazards	M	Fumes and Odors	M
Explosives	M	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, gloves, eye protection, ear protection or earplugs

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	N

(3)